

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
EXAMINATION SECTION

The Online Application Form for AIIMS, MBBS Entrance Examination-2018 is tentatively going to live on 5<sup>th</sup> February, 2018.

Before starting the Registration Form aspirants are advised to get acquainted with the major activities so that while filling the online Registration Form they may be well versed with the processes.

| Sl. No | Details                      | PROCESS  |
|--------|------------------------------|--|
| 1.     | MODE OF PAYMENT              | Through Credit Card/Debit Card/Net Banking   |
| 2.     | CHOICE OF EXAMINATION CENTRE | <ol style="list-style-type: none"><li>1. The city for examination will be chosen by applicants after submission of examination fees on first come- first-serve basis. However, before submitting the fee candidate can check the availability of the seat. It may be noted that if the last few seats are available in a city, these may get filled by the time of the payment formalities are completed.</li><li>2. The applicants can choose any available city and it will be immediately allotted to the applicant. (This option will be active only after payment of fees)</li><li>3. There will be a drop down list of States then choose cities where examination will be conducted in Online Computer Based Test (CBT) mode.</li><li>4. On choosing a state, a drop down list of Cities in that state where examination is to be conducted can be chosen.</li><li>5. The city of examination once chosen and allotted will not be changed and any request in this regard will not be entertained. (Select the choice of city with utmost care).</li><li>6. As the seats in respective cities are limited, Applicants are advised to register themselves, make payment, Choose city and submit their application format at the earliest without waiting of the last date, to avoid not getting the choice of city.</li><li>7. AIIMS shall allocate the Examination Centre within a city that will be displayed in the Admit Card.</li><li>8. AIIMS may change the chosen city and /or the allocated centre for logistic &amp; administration reasons.</li></ol> |

3. UPLOADING OF PHOTOGRAPH/ SIGNATURE/ THUMB IMPRESSION

Instructions for creating and uploading of Images of Photograph, Signature and Thumb-print

Uploading of digital Images of Photograph, Signature and Thumb-print is mandatory. Read and follow the instructions given below to avoid inconvenience and rejection of application form due to uploading of improper digital images.

Prepare the digital images in advance to avoid delays/inconvenience while filling the online application form.

- Instruction for preparing digital image of Photo
- Instruction for preparing digital image of signature
- Instruction for preparing digital image of Thumbprint

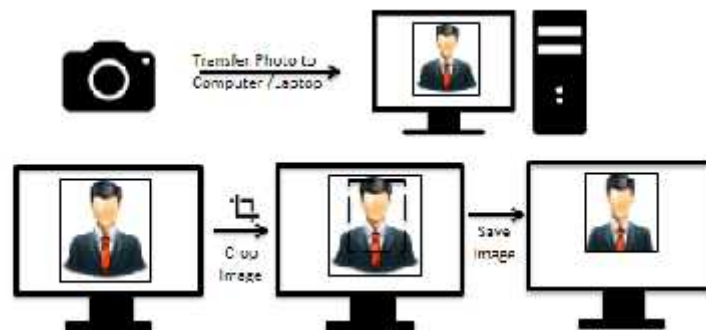
Instruction for preparing digital image of Photo

Digital image of your photo can be made in two ways

- A. Clicking your photo using a digital device (camera etc)
- B. Scanning of already available good quality print of photograph

A. Click a photo using a digital device

1. Clicking your photo
  - a. Stand/sit against a white background.
  - b. Click colour photograph in bright light using any digital device (preferably with > 5 megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
  - c. Look straight into the camera (to avoid angulation of face).
  - d. Ensure that your eyes and both ears are clearly visible on the photograph.
2. Editing of digital photograph
  - a. Transfer the photograph from the digital device to a computer/laptop.
  - b. Crop the photograph such that your head, shoulders are visible and occupy most of the image.
  - c. Resize the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image) within a frame of 3.5cm width x 4.5 cm height)



## B. Scanning of already available photograph

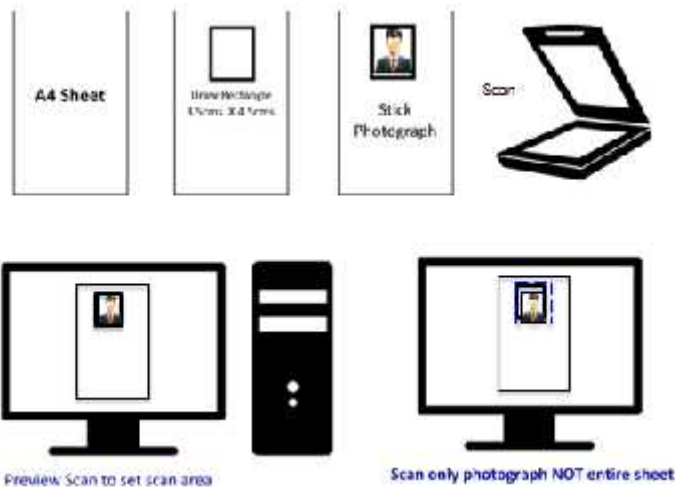
In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

### 1. Before you scan the photograph ensure that

- a. Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
- b. The photograph is of standard passport size (3.5 cm X 4.5 cm, width X height)
- c. The photograph is recent (within 6 months of online application).

### 2. Scanning of passport size photograph

- a. Draw a Box of 3.5 horizontal and 4.5 vertical size (3.5 cm x 4.5 cm) on a white sheet of paper using a pencil.
- b. Paste the photograph in the box drawn.
- c. Put the paper with photograph in the scanner and scan only the box with photograph (do not scan the whole sheet of white paper). Set the scanning to 200 dpi and scan the photograph. During scanning most software allows selection of the desired area for final scanning after initial preview & scan.
- d. Save the scanned images as jpg/jpeg/gif/png as "Photograph.jpg" or "Photograph.jpeg" or "Photograph.gif" or "Photograph.png"
- e. Resize the scanned image to 50 – 100 Kb. Use any image editing software to size the image. Maintain the aspect ratio (i.e. relationship of height vs width while resizing)



### Checklist before uploading digital image of photo

1. Photograph is in colour with white background.
2. Your face is clearly visible.
3. Size of the image is between 50-100 kb.
4. Image is in .jpg/.jpeg/.gif/.png format.
5. Image is not blurred in the process of editing.

Please note the common reasons for rejecting photographs are:

- (1) Background is not white
- (2) Image is blurred.
- (3) Whole sheet is scanned such that the photograph is occupying only a small portion of the frame.
- (4) Photograph taken casually with dark glasses/full length/group/side profile etc.

### Instruction for preparing digital image of signature

#### Putting signature inside a box on a white sheet

1. Draw a box of 6 cm x 3 cm (Width\*height) on a white paper sheet with a pencil.
2. Take a thick tip black/blue ink pen (preferably fountain pen).
3. The person who will be appearing in the examination should sign within the drawn box (full signature).
4. Following kind of signatures are **NOT** acceptable:
  - Signature containing Initials only
  - Signature in CAPITAL LETTERS
  - Signature with overwriting

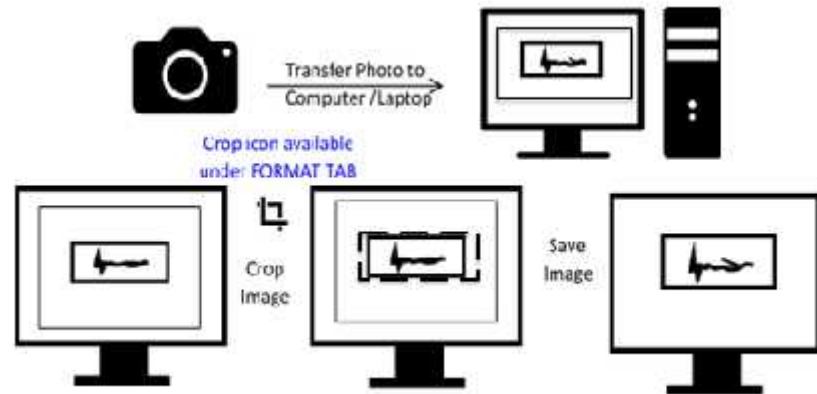
Digital image of your Signature can be made in two ways

- A. Using a digital device to directly image (i.e. camera)
- B. Scanning the signature

#### **A. Preparing digital image of signature using a digital device (camera)**

1. Clicking image of signature using a digital device.
  - a) Click the signature within the box in bright light conditions using any digital device (preferably with > 5 megapixel resolution). Avoid using flash.
  - b) Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

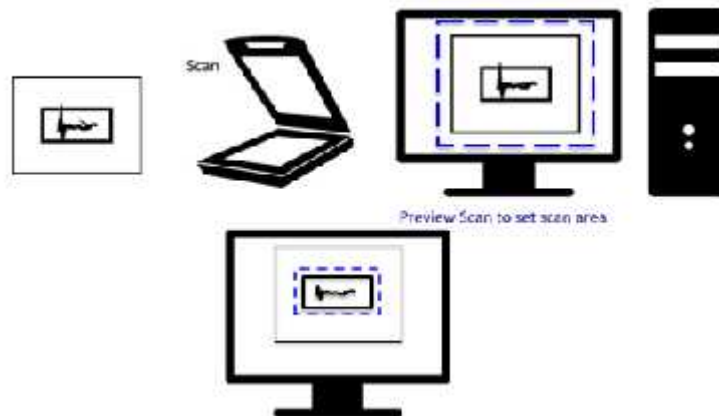
- c) Click the image and check that it is not blurred due to low light conditions or shaking of hands.



2. Editing digital image of the signature
- Transfer the digital image to a computer/laptop.
  - If required, use auto-correct feature of image editing software so that the signature is clear against a white background.
  - Crop the image such that borders of box are reached.
  - Resize the image to 20 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

### Scanning the signature

- Set the scanner to 200 dpi and scan only the box with signature (**DO NOT** scan the whole sheet)
- Save the scanned signature as .jpg/.jpeg/.gif/.png image.
- Re-size the image to 20 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. ([Click here](#) to know how to resize a scanned image)



**Scan Only Box with Signature NOT entire sheet**

### Checklist before uploading digital of signature

1. Signature is clear and without overwriting and against white background
2. Image size is between 20 to 100 Kb.
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

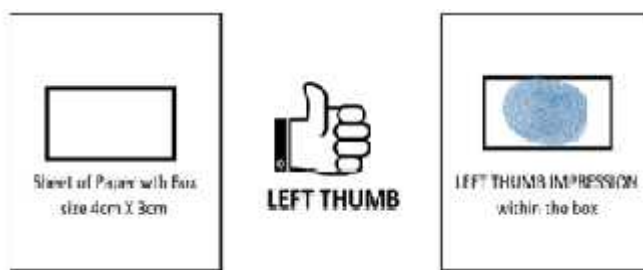
### Please note the common reasons for rejecting Signature are:

- (1) Background is not white
- (2) Image is blurred and lines are not clear
- (3) Whole sheet is scanned such that the signature is occupying only a small portion of the frame.

### Instruction for preparing digital image of thumb print

#### Taking a thumb-print

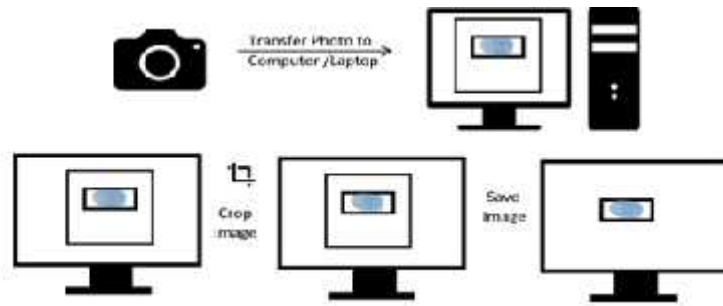
1. Draw a box of 4 cm x 3 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).
2. Use a fresh blue/black colour ink pad.
3. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or too light.
4. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
5. Gently press your LEFT THUMB against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.
6. Choose the thumb print that clearly shows the lines of your entire thumb.



#### Preparing digital image of thumb-print using a digital device (camera/smart phone etc)

1. Clicking image of thumb-print using a digital device.
  - a) Click the image in bright light conditions using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.
  - b) Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

- c) Click the image and check that it is not blurred due to low light conditions or shaking of hands.

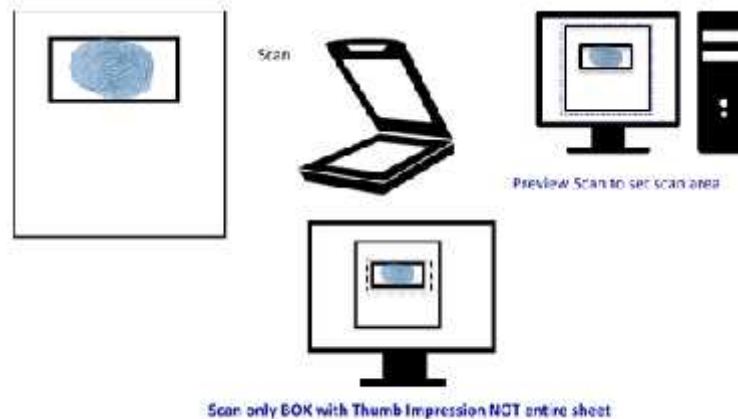


## 2. Editing digital image of the thumb-print

- e) Transfer the digital image to a computer/laptop.
- f) If required, use auto-correct feature of image editing software so that the signature is clear against a white background.
- g) Crop the image such that borders of box are reached.
- h) Resize the image to 20 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

### Preparing digital image of thumb-print using a scanner

1. Set the scanner to 200 dpi and scan only the box with signature (**DO NOT** scan the whole sheet)
2. Save the scanned image of thumb-print as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 20 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. ([Click here](#) to know how to resize a scanned image)



### Checklist before uploading digital image of thumb-print

1. Thumb-print and lines are clearly visible against white background
2. Image size is between 20 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

## Common Reason for rejection of Thumb Print :

- (1) Background is not white
- (2) Image is blurred and lines are not clear
- (3) Whole sheet is scanned such that the Thumb Print is occupying only a small portion of the frame.

### Uploading of Images (see figure below)

The images that you have prepared have to be uploaded at Step 5 of the Application Form

For each image to be uploaded

1. Click on “choose file” and select the already prepared image file in your computer/laptop
2. Inspect the image uploaded
3. Tick the check boxes for each component mentioned.
4. Press Accept to complete the process

Please note that uploaded images are accepted only after verification. Therefore successful uploading does not indicate acceptance. Please check the status after one week.

**Note: Images once uploaded cannot be changed later so candidates are requested to pay due attention while uploading the images.**

The screenshot displays the AIIMS application form interface. At the top, there is a navigation bar with the AIIMS logo and name. Below it, a progress bar shows five steps: 1. Registration, 2. Make Payment, 3. Use Clinic, 4. Qualification & Address Details, 5. Upload Photo, and 6. Final Application Form. The current step is 'Upload Photo'. The interface is divided into three main sections: 'Upload Photo', 'Upload Signature', and 'Upload Left Thumb Impression'. Each section contains a 'Choose file' button, a 'Put Preview click on image' button, and a 'Accept' button. The 'Upload Photo' section includes a 'Signature Image' preview. The 'Upload Signature' section includes a 'Signature' preview. The 'Upload Left Thumb Impression' section includes a 'Multiple thumb impressions' preview. At the bottom, there is a 'Proceed to Step 6' button. The footer contains the copyright information for All India Institute of Medical Sciences.



